



**STATE OF DELAWARE
COMMISSION FOR STATEWIDE CONTRACTS TO SUPPORT EMPLOYMENT FOR
INDIVIDUALS WITH DISABILITIES**

Meeting Minutes February 20, 2018

A quorum was determined and the meeting was called to order at 2:02 pm

Members Present: Doyle Dobbins, Vice Chair, Cynthia Fairwell, Department of Labor, Vocational Rehabilitation (DOL/VR)

Present by Phone: Julie (Jo) Donoghue, Counsel, Delaware Attorney General's Office (DAG), Mona Abbott, Department of Finance, Designee for Deloris Hayes-Arrington, Department of Finance, Dean Stotler, Government Support Services (GSS)

Members Absent: Carvella Jackson (member), Elisha Jenkins, Director, Division for the Visually Impaired; Thomas Cook, Ability Network of Delaware (A.N.D.)

Others Present: Kristi Trudel, Ability Network of Delaware (A.N.D.), Michele Hamilton, Division for the Visually Impaired (DVI), Doug Minner, Facilities Management Services; Mike Svaby, Facilities Management Services

I. Approval of Minutes

Dean Stotler moved to accept the January 23, 2018, minutes as presented; Cynthia Fairwell seconded the motion. The motion carried.

II. Old Business

a. Commission Member Orientation: Julie (Jo) Donoghue reported the cover letter and materials are awaiting approval from her manager. Once approved, the cover letter and materials will be forwarded to the Commission's interim chair, for disbursement to Commission members. A time will be designated for the Commission members to have a question and answer session (a separate presentation).

III. New Business

a. Commission's roll on expanding contracts discussion: Kristi Trudel, A.N.D., distributed informational material on janitorial contract providers ability to expand services.

Dean Stotler commented -The set asides, as currently established now, are the responsibility of A.N.D. and the distribution of their provider programs is through an internal process. The expansion of a footprint is around the current State needs as serviced by A.N.D. and what locations are there that present opportunities that have not been addressed with the Commission. In addition, protocols are in place to ensure government transparency such as public reporting of all contracts, and the open data portal, data.de.gov which identifies any services purchased by checkbook or Purchasing Card. A significant amount of discussion would be necessary to place a service or product as a set aside, such as deep floor cleaning and window cleaning, without affecting other service providers not on the current set aside.

Kristi Trudel – recommends checking on the state website for new contract opportunities for individuals with disabilities. They could look into opportunities to bid on contracts with the counties.

Dean Stotler commented, under the recent Sunset Review, one of the duties of the CNAs is to identify opportunities and develop and submit proposals for set aside contracts for suitable products and services.

IV. **Subcommittee Reports**

Regulations subcommittee: None

CNAs subcommittee: Dean Stotler reported the CNA subcommittee is finalizing the draft solicitation for proposals. The Subcommittee members have communication requesting final rights in order to advance this for release.

Report - Ability Network of Delaware (A.N.D.)

Kristy Trudel (A.N.D.) reported as of January 2018 there are 198 temporary employees; an increase from December when there were 189 temporary employees. Doug Minner (OMB) and Kristi will be reviewing janitorial contracts and including procedures for handling biohazard materials (HAZMAT).

Public Comments

No public comments.

The next Commission meeting will be **March 20, 2018**.

Doyle Dobbins adjourned the meeting at 2:45 PM.

Respectfully submitted by
Michele Hamilton
Administrative Specialist